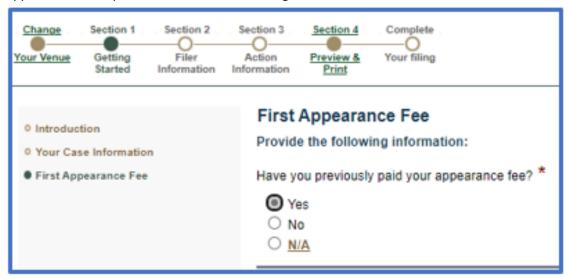
How to Submit Proposed Documents in Pima County

Submitting a Proposed Document as a main/lead document

Allowed formats: docx, odt

1. The option to file a proposed order or judgment is only available if you selected 'Yes' to the 'First Appearance Fee' question in 'Section 1: Getting Started.'



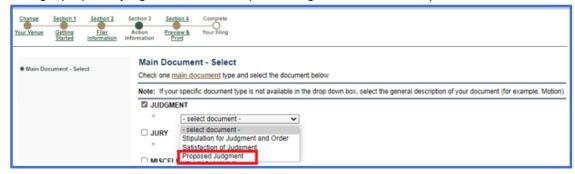
2. In 'Section 3: Action Information', on the 'Main Document – Select' screen, select the box next to 'Order.'



3. If filing a proposed order, select 'Proposed Order' from the drop-down menu.



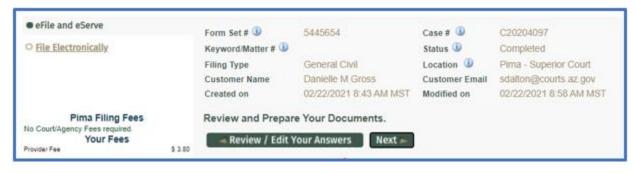
4. If filing a proposed judgment, select 'Proposed Judgment' from the drop-down menu.

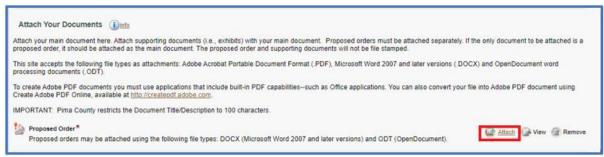


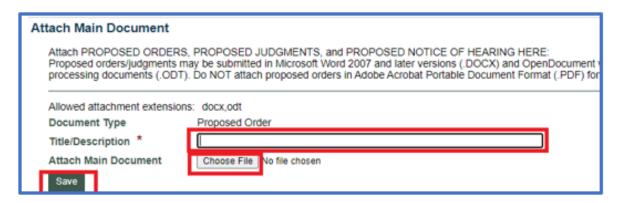
5. If filing a proposed notice of hearing, select 'Proposed Notice of Hearing' from the drop-down menu.



6. Attach your document on the 'Review and Prepare Your Documents' screen. Click on the 'Attach' link next to 'Proposed Order' under the 'Attach Your Documents' section.







- A. Enter the document title without special characters. Note that the document title/description is limited to 100 characters.
- B. Press the 'Browse' button. A pop-up window will open. Select your saved filed from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 10MB. Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.docx) and OpenDocument word processing documents (.odt).
- C. Press the 'Save' button. Depending on the size of your file, this attachment process could take several minutes. When the attachment process is completed, this 'Attach Document' window will automatically close.